

SECTION 1		RECORDKEEPING
1-Have you obtained a Unified Program Facility Permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
The Hazardous Materials Division (HMD) is the local agency that issues this permit. You need a permit because you have hazardous materials onsite and because you generate and treat hazardous waste. Permits must be renewed every year.		
2-Have you obtained an EPA ID Number for waste disposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
The EPA ID (identification) number is required for tracking the hazardous wastes that you generate at your shop. To obtain an application call 1-800-618-6942, or visit the Department of Toxic Substances Control (DTSC) website www.dtsc.ca.gov . There is no charge to obtain EPA ID numbers.		
3-Are you using a registered hazardous waste hauler to take your hazardous waste to an approved TSDF?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
Hazardous waste must be transported by hazardous waste haulers registered with the DTSC. They must have a valid registration and transport the waste to a properly permitted treatment, storage and disposal facility (TSDF).		
4-Do you fill out all required manifest information before sending waste offsite for disposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
Manifests are required for shipping hazardous waste offsite. They track hazardous waste from the place of generation until its final disposal site. Be sure to complete all required information before offering your waste for disposal offsite. Although some haulers may complete the manifest for you, it is your responsibility to ensure that it is completed with the correct information.		
5-Do you send a copy of the transporter-signed manifest to DTSC within 30 days of waste disposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
The manifest has six parts that are distributed as follows: Page 1: "Designated Facility to Destination State copy (if required)" Page 2: "Designated Facility to Generator State copy (if required)" Page 3: "Designated Facility to Generator" copy Page 4: "Designated Facility" copy Page 5: "Transporter" copy Page 6: "Generator" initial copy You must keep copies of your TSDF signed copies of the manifest (page #3) for three years from the date the waste was sent off for disposal.		

SECTION 1 (continued)		RECORDKEEPING
6-Do you keep manifests onsite for three years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
7-Do you maintain TSDF signed manifests on site for review?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
8-Do you have Land Disposal Restriction (LDR) documentation available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
LDRs regulate and restrict hazardous wastes that are disposed of to the land. They require treatment of hazardous wastes to reduce their hazards before disposal. LDRs regulations prohibit disposal of hazardous waste to the land unless it already meets specific standards; it is otherwise considered treated; or it is exempted from LDR regulations.		
9-Did you notify HMD of your onsite treatment of hazardous waste?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
Onsite treatment allows some types of wastes to be treated onsite with certain treatment methods without having to obtain a full treatment permit from DTSC. If you are planning on treating hazardous waste onsite you must notify the HMD of your proposed treatment activities.		
10-Is your Onsite Treatment notification complete and accurate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
The Onsite Treatment notification will provide information about your shop and will allow you to describe the type and quantity of wastes you are treating onsite as well as the treatment methods that you are using to treat your waste. The notification must be updated if you change the treatment conditions at your shop.		
11-Do you have SB14 compliance documentation available onsite?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
If you annually generate more than 12,000 kilograms of hazardous waste or 12 kilograms of extremely hazardous waste, you are required to comply with the requirements of the Hazardous Waste Source Reduction and Management Review Act of 1989, also known as SB 14.		
12-Have you submitted a recyclable materials report to HMD?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____
Complete this report if you recycle onsite more than 100 kilograms per month of recyclable materials under a claim that the material qualifies for an exclusion or exemption according to specific conditions found in section 25143.2 of the Health and Safety Code.		